

Staff Flexible Work Process

June 19, 2020

University of the Pacific is committed to delivering a personal education that serves the individual student. The University plans to reopen this fall with classes taught in the HyFlex design of simultaneous in-person and remote classes. Students will be a minimum of six feet apart and all staff, students and faculty will wear face coverings. This plan is critical to retain our students and bring in the fall class.

The CDC has identified a number of risk factors associated with Covid-19, including age of an individual and/or medical vulnerability. The university also recognizes that local school district plans may disrupt the availability of childcare. Some employees may have disabilities that are relevant to their work.

This interim process is applicable to all staff and student workers (Staff) and is based on University of the Pacific's Telecommuting Policy. Staff members with concerns or scheduling requests can request accommodations in the following ways:

1. Health. If you or a loved one with whom you live have a health issue identified by the CDC as making you at greater risk from COVID-19, as explained [here](#), you may request an accommodation through Pacific Human Resources.
2. Age. If you are 65 or older, you may request to work remotely if you wish to do so. Please make your request through Pacific Human Resources [here](#). HR will document the request and pass the request to your Supervisor.
3. Scheduling Conflicts: If you have any specific scheduling conflicts caused by COVID-19, please contact your Supervisor to see if you can reach a scheduling accommodation.
4. Other. If you are under age 65 and have no health issues as described in 1 above but wish to work at home for any other reason, please write your Supervisor detailing the reason and stating your request. Each Supervisor will transmit all such requests and make recommendations to Pacific Human Resources.

Supervisors will evaluate the "other" requests in light of the totality of all requests in the department, across the school or college, and the university while also weighing the goal of allowing students to attend the overwhelming majority of classes in person. Medical and age-based concerns should only be shared with HR. Discussion of medical matters between employees and their Supervisor or Manager is discouraged. Outside of medical documentation, each arrangement will involve discussion with the Supervisor or Manager of the employee and must then be approved by the Vice President of the division before the flexible and/or remote work arrangement can begin. This review, documentation and discussion can take time to complete, and so employees should make requests as soon as possible.

Whether flexible or remote work is suitable for a position at any given time is subject to Vice Presidential approval at all times. There may be times during the academic year, or during certain projects when remote work or flexible work arrangements may need to be changed, paused, or cancelled because of the needs of the unit. Vaccine availability may reduce the need for some arrangements.